

NOAA FILING-DISPOSITION HANDBOOK

Chapter 1700: NOAA CORPS, SHIP AND SHIP BASE OPERATIONS FILES

Rev. 7/97

Function Number 1700 deals with programs related to NOAA Corps, Ship and Ship Base Operations. The former subfunction 1701 has been replaced by the revised Chapter 100, Records Common to All NOAA Offices.

- 1702 NOAA Corps Operations Files
- 1703 Ship and Ship Base Operations Files
- 1704 Aircraft Operations Files

1702 NOAA CORPS OPERATIONS FILES

These files relate to the overall policies, plans, and procedures of the Corps.

1702-01 **Policy and Program Planning files.**

Documents related to recruitment, appointment, assignment, and guidance of commissioned officers. Included in these files are appointment policies and the files of boards establishing such policies.

Disposition

Retire to the FRC when no longer needed. Offer to the National Archives after 15 years. Permanent.

1702-02 **General Correspondence Files.**

These are temporary papers dealing with the inception of personnel actions or with administrative matters.

Disposition

Cut off at the end of calendar year when created. Destroy 2 years later.

1702-03 **Correspondence and Reports files.**

Documents relating to organizations of which NOAA is a part; such material is not the organization's official copy.

Disposition

Destroy when no longer needed.

1702-04 **Interdepartmental and International Activities Files.**

Documents resulting from representation of NOAA by membership in various committees such as Per Diem, Travel and Transportation Allowance, etc.

Disposition

To be determined. Retain records until a disposition instruction is issued.

1702-05 **Special Studies Files.**

Documents relating to review and analysis of problems, reports of findings, including recommended approaches. Included are studies of economic consequences of marine programs and resources.

a. Record copy of each special study.

Disposition

Retire to NOAA Records Holding Area when no longer needed. Offer to the National Archives after 15 years. Permanent.

b. Special reports and study working papers, including questionnaires, interim reports, and other material providing background for studies.

Disposition

Cut off at end of calendar year when created, unless evaluation of material indicates value for a future study. Destroy 2 years later.

1702-06 **NOAA Corps Projects Files.**

Documents relating to the structure of the commissioned corps, including motivation, evaluation, recruitment, pay, and administration.

Disposition

To be determined. Retain records until a disposition is issued.

1702-07 **Career Guides Files.** Use 311-05.

1702-08 **Official Personnel and Medical Folder Files.** Use 311-05

1702-09 **NOAA Corps Regulations Files.**

Documents relating to regulations established for the NOAA Corps, and the background_reference copies kept by individual offices should be filed under 1701-5.

Disposition

Offer to the National Archives (thru the NOAA Records Officer) when superseded or no longer needed. Permanent.

1702-11 **ROTC Student Appointment Files.** Use 311-03

1702-12 **Program Operations Files.**

Correspondence and background data concerning charting and marine-oriented programs, or other areas of NOAA Corps. involvement.

Disposition

To be determined. Retain records until a disposition instruction is issued.

1703 SHIP AND SHIP BASE OPERATIONS FILES

Operational and engineering files maintained primarily at headquarters offices, marine center offices, research laboratories, and aboard ship, in support of the NOAA fleet. Before any of the records described below are destroyed they should be reviewed for possible inclusion in 1703 - 03

1703-01 **General Administration Files.**

Correspondence concerning the routine internal operation and administration of this function.

Disposition

1. Offices: To be determined. Retain records until a disposition instruction is issued.
2. Ships: Cut off at end of calendar year or when superseded. Destroy 2 years later.

1703-02 **Inspection and Operational Readiness Files.**

Reports on ships' gear and equipment. The hull condition is included when the ship is dry-docked. Also includes inspection reports and replies.

Disposition

To be determined. Retain records until a disposition instruction is issued.

1703-03 **Historical Ship Data Files.**

Files pertaining to the operation, maintenance, acquisition, disposition, and other important events relating to a ship, that the custodian of the records considers to be of permanent historical significance. These records are normally filed under other record series, but are placed under this code when the related material is being destroyed.

Disposition

The custodian should annually review all records pertaining to ships. Any documents considered to have permanent significance, and which are not already classified as permanent will be removed and placed under this code. Ships will forward such historical records to marine centers after one year. The centers will retain them, for 10 years, and then transfer them to the National Archives (thru the NOAA Records Officer) for permanent retention.

1703-04

Ship Design and Equipment files.

Two types of files are to be retained under this code, and must be maintained in separate folders:

a. Master Ship Plan files, including original plans, photographs, booklets, profile plans, general arrangement plans (including machinery), and seaworthiness reports.

Disposition

1. Offices: Permanent. When ship leaves service transfer to the National Archives thru the NOAA Records Officer.

2. Ship's copy: Destroy when ship leaves service, or transfer to new owner if ship is sold.

b. Equipment files on ships' deck, electronic, and scientific equipment systems. Includes technical data, procurement selection, priority designation, and logistical support. See 1703-11 for Ship Maintenance and Repair files, and 1703-19 for Equipment Replacement files.

Disposition

To be determined. Retain records until a disposition instruction is issued.

1703-05

Ships' Logs files.

Original deck and engineer logs created on board ship.

Arranged by year, thereunder alphabetically by ship, thereunder by month.

Deck (or Ship) Logs are bound volumes containing operational and administrative information regarding the operation of a given ship recorded using NOAA Form 77-13 or its equivalent. Deck logs also contain sheets for routine weather observations which may vary from hourly to daily notations recorded on NOAA Form 77-13D, depending on the nature of the cruise. The "Remarks" section of the logs note the crew on board, and the time and nature of shipboard events such as: sunrise and sunset; emergency preparedness drills; the raising and lowering of anchors; course headings and position information; operational notations related to the purpose of the cruise; quantities of water and fuel on hand; the times of raising and lowering of colors; the temperature of refrigerators and freezers; maintenance actions such as burned out lights; and descriptions of whether the vessel was underway, anchored, moored, or in dry-dock.

The engineer log provides details regarding engine RPM, pressure, temperature, fuel, oil, etc., on an hourly basis.

Disposition

1. Deck logs: Permanent. Close files annually at the end of each FY and transfer to the FRC 3 years after closure. Transfer to the National Archives 20 years after closure. {NCI-370 - 75 - 4, Item 1703-05(1)}
2. Engineer logs: Transfer to Federal Records Center after 1 year. Destroy 10 years later.

1703-06

Ship Schedules.

Documents relating to the movements of ships, including arrival and departure time and places.

Disposition

1. Offices: To be determined.
2. Ships' copies: Cut off at end of calendar year. Destroy 2 years later.

1703-07

Monthly Activity Reports.

Detailed reports of the monthly activities of the NOAA fleet.

Disposition

Transfer to the Federal Records Center after 1 year. Destroy 10 years later.

1703-08

Cruise Report/Season Report files.

Narrative reports prepared by the Commanding Officer and/or Chief Scientist at the end of each research cruise or upon completion of annual field operations.

Disposition

Permanent. Transfer to the Federal Records Center after 1 year. Transfer to the National Archives after 50 years.

1703-09

Monthly Ship Accomplishment Reports.

Reports documenting the work accomplishments of ships in the NOAA fleet.

Disposition

To be determined. Retain records until a disposition instruction is issued.

1703-10

Labor Union Activities files.

Documents relating to labor union matters concerning the NOAA fleet.

Disposition

To be determined. Retain records until a disposition instruction is issued.

1703-11

Ship Maintenance and Repair Files.

Documents relating to repairs of and alterations to ships and their equipment, including logs, schedules, copies of contracts, job control cards, and machine blueprints and specifications.

Disposition

1. Logs: Destroy when equipment is removed, sold, or otherwise leaves service.
2. Schedules: Destroy when 1 year old.
3. Contracts: If transaction is \$10,000 or less, destroy 3 years after final payment. If transaction is more than \$10,000 destroy 6 years after final payment.
4. Job control cards: Destroy when action is completed.
5. Machine blueprints and specifications: Destroy when superseded or obsolete.

1703-12

Mess files.

Documents relating to meals provided to officers and crew-members assigned to ships.

Disposition

Cut off at end of calendar or fiscal year. Destroy 3 years later.

1703-13

Project Instruction files.

Project instructions and other related material, such as transmittal letters forwarding project data, specimens, etc.

Disposition

To be determined. Retain records until a disposition instruction is issued.

1703-14

Ship Service files.

Material relating to a Ship Service Activity.

Disposition

To be determined. Retain records until a disposition instruction is issued.

1703-15

Communications files.

Includes radio logs, regulations, and other material pertaining to a ship's radio communications.

Disposition

To be determined. Retain records until a disposition instruction is issued.

1703-16

Miscellaneous Reports files.

Reports on ship or fleet activities, and not otherwise described in this sub-function.

Disposition

1. Office copies: To be determined. Retain records until a disposition instruction is issued.

2. Ships' copies: Cut off at end of calendar year. Destroy 2 years later.

1703-17

Ship Stability and Characteristics files.

Includes inclining experiments, stability booklets, admeasurement certificates, canal certificates, and related correspondence.

Disposition

To be determined. Retain records until a disposition instruction is issued.

1703-18

Pollution Control Program files.

Overall planning, policy, and guidance documents pertaining to pollution control system, programs, and equipment.

Disposition

To be determined. Retain records until a disposition instruction is issued.

1703-19

Equipment Replacement files.

Plans and other documents relating to the replacement of equipment on ships.

Disposition

To be determined. Retain records until a disposition instruction is issued.

1703-20

Logistics files.

Procurement action documents and specific contract items not covered elsewhere in this sub-function.

Disposition

To be determined. Retain records until a disposition instruction is issued.

1703-21

Inventory files.

Inventories of ship equipment.

Disposition

To be determined. Retain records until a disposition instruction is issued.

1703-22

Ship and Equipment Alteration Request files.

Requests to make alterations or modifications in a ship or ship equipment, and

related correspondence.

Disposition

To be determined. Retain records until a disposition instruction is issued.

1703-23

Catalog files.

Catalogs with ship, shipyard, and ship equipment data.

Disposition

Destroy when no longer needed for reference.

1703-24

Ship Allocation files.

Documents relating to the allocation of ship time to regions and/or projects. Includes input from requesting offices, descriptions of how ships would be used, and the final allocation decisions made.

Disposition

To be determined. Retain records until a disposition instruction is issued.

1703-25

Charter Vessel Clearance and Report file.

Requests relating to the obtaining of clearances to charter vessels for research or other purposes; includes the actions taken and statistics compiled on such charters.

Disposition

To be determined. Retain records until a disposition instruction is issued.

1703-26

Research Clearance files.

Documents relating to the obtaining of clearances from other nations to conduct research in areas under their jurisdiction and to make port calls. Includes related communications with the State Department.

Disposition

To be determined. Retain records until a disposition instruction is issued..

1703-27

Ordinance files.

Documents relating to the control, maintenance, and use of ordinance material. Includes firearms qualifications by potential users.

Disposition

To be determined. Retain records until a disposition instruction is issued.

* 1704 AIRCRAFT OPERATIONS FILES

These files relate to the operation of an aircraft fleet for NOAA's use.

*****The Dispositions** of these records have yet to be determined. Retain records until a disposition instruction is issued.

1704-01 **General Administrative files.**

General correspondence concerning the routine internal operations and administration of the function.

1704-02 **Aircraft Procurement and Release files.**

Documents establishing need and requirements for aircraft, comparisons developed in selecting aircraft, and actual procurement of aircraft. Also records relating to transfer, sale, donation, and exchange of aircraft. Copies of all formal documents should be filed in the office finance files, 101-09.

1704-03 **Aircraft design.**

Includes general construction plans, booklets, photographs, and original tracings of the aircraft's construction plans. Contains all details of the construction, electrical and hydraulic systems, fire control system, and other structural details (blueprints, working drawings, etc.).

1704-04 **Scientific Instrumentation installed in aircraft.**

Documents relating to scientific equipment added to aircraft to carry out operations in research mission, including its installation. Also included should be advanced navigation systems installed on the aircraft.

- 1704-05 **Aircraft licensing files.**
Documents pertaining to the licensing of aircraft.
- 1704-06 **Aircraft inspection files.**
Documents including inspection reports, replies, and other related papers.
- 1704-07 **Aircraft equipment files.**
Plans and documents for equipment replacement programs.
- 1704-08 **Aircraft maintenance and repair files.**
Files usually maintained by the support group. Includes maintenance agreements, documentation of modifications that affect the weight and balance records, or other related documents.
- 1704-09 **Aircraft services and utilization files.**
Documents relating to the scheduling of flight time as requested by projects. Included original service request, description of how aircraft is to be used, assignment of crew, and final allocation decisions made. Also may include technical and operational advice on effective utilization of aircraft for research programs.
- 1704-10 **Aircraft operations files.**
Documents relating to dispatch, clearance, and control of aircraft and related papers.
- 1704-11 **Aircraft flight log files.**
Documents used in navigation of aircraft and reflecting air traffic control clearance instruction, navigational data required for paper navigation and position reporting, fuel plan logs, weight and balance sheets, departure logs, flight schedules, takeoff time, destination, passenger manifest, and comparable data. (Logs required to reconstruct a flight for investigative purposes will become a part of the investigative file which they pertain.)
- 1704-12 **Flight report files.**
Flight reports prepared on completion of any flight
- 1704-13 **Monthly or periodical activities reports.**
Detailed reports of monthly or periodical activities of NOAA aircraft submitted to
the office
managing the aircraft.
- 1704-14 **Monthly flight accomplishment reports.**

Reports submitted to the managing office documenting work accomplished by NOAA aircraft.

- 1704-15 **Communications files.**
Includes radio logs, regulations and other related materials pertaining to the aircraft radio communications.
- 1704-16 **Qualifications and currency files for pilots and crew.**
- a. Documents providing a record of experience and currency qualifications, and pilots license of individuals piloting NOAA planes.
 - b. Annual flight and medical examinations, and related papers for license renewal as NOAA pilot and crew.
- 1704-17 **Pilot training files.**
Use 1701 - 18
- 1704-18 **Airfield usage and aircraft housing files.**
Documents arranging for use of airport facilities to conduct NOAA business; and for hangar space for aircraft used by NOAA
- 1704-19 **Aviation safety files.**
Documents pertaining to safe aircraft operations.
- 1704-20 **Aircraft accident and/or incident case files.**
Documents relating to individual accidents or incidents, including reports of accidents or incidents, and investigations involving NOAA owned or leased aircraft.
- 1704-21 **Historical aircraft data files.**
These are files pertaining to the operations and maintenance of the aircraft that are considered by the custodian to be of historical significance. They could include routine operation and maintenance records, records relating to the acquisition and disposition of the aircraft, and other important events which would normally be filed under other file series, but placed under this code when related material is being destroyed.

